

**The Principal should help the PTA Executive Board understand the requirements to be “In good standing” and work with committee members to ensure all deadlines are met. For a local unit PTA to be “in good standing,” it must be in compliance.**

- Adhering to the Purposes and basic policies of PTA
- Having an EIN (Employer Identification Number) from the IRS on file with FL PTA
- Submitting the names and contact information of current officers to FL PTA
- Having bylaws renewed by FL PTA every three years
- Remitting national and state portions of membership dues to FL PTA monthly (with a final remittance by May 1st.)
- Submitting to HCC PTA/PTSA & Florida PTA final audit report, and approved budget
- Submitting the applicable IRS Form 990 (generally either Form 990EZ or Form 990N, also known as the e- Postcard) by November 15.

The Principal should be aware of the trainings being offered and participate when possible. The Principal should encourage training for PTA leaders at their school. The Principal should also make recommendations to the PTA President regarding workshops that promote student achievement, advocacy, promote parent education and involvement, and encourage other staff members to attend or participate.

From time to time, a Principal may feel that additional training might be helpful for the unit’s leadership beyond the regular offerings listed previously. In that case, you should contact the HCC PTA/PTSA.

**HCC PTA/PTSA offers Fall and Spring Trainings along with targeted training in many areas. Upon request we will come to your school for additional officer training. We also offer a Common Core/FL State Standard Parent Workshop on site at your location.**

## **IMPORTANT THINGS TO KNOW**

You should join your PTA first!

Administration should encourage all staff to become a PTA/PTSA member.

The Principal is part of the Executive Board and has voting rights in all matters.

PTA is not a Principals bank account; it belongs to the General Membership.

The Principal needs to keep a current copy of the approved bylaws in his/her PTA records and needs to be familiar with the bylaws.

You should keep a copy of the audit report and approved budget along with all amendments to the budget.

A financial report and minutes should be given to you monthly.

You have every right to question a transaction or withdrawals at any time, you are a board member.

All budget amendments must be approved by the General Membership.

Facility agreements must be completed yearly along with current insurance.

Enrichment Programs done solely by the PTA do not need additional facility agreements and fees.

Enrichment Programs hosted by PTA require an additional facility agreement, fees, and vendor background checks & Insurance.

Remember PTA is all inclusive for all children so programs and budgets should reflect this.

**HCC PTA/PTSA is always only a call away!**

Frank Reyes  
HCC PTA/PTSA President  
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## **Principals Quick Guide**

**The Principal** is the instructional leader within the building. The Principal sets the tone, the climate, and expected professionalism for parent leaders and staff. The Principal is a member of the PTA, works with the PTA to address issues, helps to develop parent involvement programs, and communicates with parents and the community through various communications.

The Principal or his/her designee is a member of both leadership decision-making bodies of the local unit: Executive Board (PTA officers, committee chairs, and Principal)

The Principal and the PTA work together for the mutual benefit of the school.

### **What is the Principal’s role in decision-making of the PTA and as a member of the Executive Board?**

The Principal’s ideas and actions can play a significant role in setting the tone and shaping the environment of the entire school. It is partly through the Principal’s support, motivation, and leadership that a school community can promote strong parent-school-community partnerships.

The Principal should be an active participant at the General PTA meetings. By modeling the expectation, and being actively engaged in this vital partnership, parents, staff, and community will actively participate in the school to promote student achievement and provide a healthy, positive school climate.

The Principal frequently encourages the school staff to become PTA members and support the work of the organization.

### **What Does It Mean for the PTA and Principal to Create a Positive Partnership?**

It means:

- Communicating openly and honestly.
- Understanding the roles and responsibilities of the other party.
- Establishing goals and visions, working cooperatively for student achievement.
- Respecting each other's opinions and input and not expecting automatic approval.
- Actively pursuing parents and staff members to get involved and reach out to every child, to enable every child to reach his potential.
- Building positive community relationships to support schools and PTA efforts.
- Commitment and building trust, working toward a common goal.
- Working towards win/win:  
*everychild onevoice.*

### **How Does This Partnership Begin?**

**While the principal sets the tone or climate for parent involvement, he/she can benefit greatly by working collaboratively with the PTA Leadership to "walk the talk".**

- First and foremost, the Principal should be a PTA member, an active participant of the PTA Executive Board, and attend the Executive Board meetings.
- Begin with open communication. The incoming PTA President and Principal should meet prior to the end of the school year or during the summer to establish the climate, goals, and shared vision for the next year
- Be a part of the assessment of the PTA programs and activities of the previous year. Help your PTA to

identify strengths and weaknesses before developing a plan for the upcoming year.

- Assist the PTA in setting its goals and objectives for the upcoming year, aligning all programs and activities to support the school plan.
- Work with the PTA leaders to establish the criteria for programs, events, and/or fundraising activities. Help to ensure that these activities increase student achievement and align with the PTA goals and objectives as well as the school plan. Activities should be approved by the PTA Board.
- After each fundraising event, ensure that the PTA clearly communicates to the school community what the funds purchased and how the purchase supports student achievement.
- Communicate with parents on projects/events that are not fundraisers which are designed to help parents, advocate for students, or support the school's plan for student achievement.
- Work with PTA to design a plan to educate parents on critical issues and to increase parent involvement in the total school program.
- Ensure that the school calendar of events is shared with the PTA and coordinate dates of the PTA programs and projects with the master calendar prior to communicating to the school community at large.
- Promote the benefits of PTA with the teachers and staff; encourage them to become members of PTA.

### **PTA Funds**

The primary focus of the local unit PTA should be the promotion of the PTA Mission and the Purposes of PTA. The real value of a PTA lies in its members, not in its bank account. PTAs do not exist to raise funds; rather they raise funds to exist. Principals and PTAs should work together to determine what programs will benefit their students and improve homes, schools, and communities. Appropriate uses of funds include student-oriented programs in priority areas such as literacy, health, safety, parent/family involvement, and cultural arts, as well as advocacy efforts on behalf of children and youth. PTA funds must not be used to fund school system responsibilities, including

curriculum materials, salaries, and infrastructure needs.

All PTA monies belong to the association, and decisions about the disbursement of PTA funds must be approved by the general membership. Because the PTA is a private organization, PTA monies should never be commingled with the funds of any individual, the school, or another organization. All monies deposited in a PTA account will be considered to be PTA income by the IRS.

**The PTA should not allow school or other funds to "flow through" its checking account.**

### **Important internal controls that should be in place are the following:**

- All PTA monies are kept separate from school, class levels, and personal funds.
- The treasurer maintains custody of the checkbook at all times.
- Bank signature cards are kept up-to-date with at least three signatories who have been approved by the board.
- Authorized signers on the checking account are not related by blood or by marriage, nor do they reside in the same household.
- All checks have two authorized signatures, and the signing of blank checks is prohibited.
- Two people are present for all counting of cash. Treasurer then verifies.
- All funds are deposited in a timely manner, and money is never left overnight at the school, in a car, or in a home or workplace. A PTA safe is permitted until banks are open (The banks night depository should be utilized for events concluded after banking hrs.)
- Monthly bank statements are opened and reviewed by a non-signer then given to the Treasurer to be reconciled in a timely manner.
- The treasurer prepares and presents a treasurer's report or financial statement at each general membership meeting and at each monthly executive board meetings.

